

**MINUTES OF THE
WEST LAFAYETTE REDEVELOPMENT COMMISSION
December 17, 2007**

Redevelopment Commission members present: Steve Belter, Patsy Hoyer, Larry Oates, Earle Nay, and Diane Damico. Also in attendance: Mayor-elect John Dennis, Jim Curtis, Jr. - Sheehan Development, Joe Hornett Senior Vice President - Purdue Research Foundation, City Attorney Bob Bauman, Superintendent of Parks Joe Payne, Clerk Treasurer Judy Rhodes, Tom Gall of T. J. Gall & Associates, Director of Development Josh Andrew, Fire Chief Phil Drew, William McNerny – Redevelopment Authority, City Council member Patti O’Callaghan, Charlotte Martin, Beverly Shaw, and Deborah Kervin of the Department of Development, and citizens and members of the media.

Mr. Belter called the meeting to order at 12:06 p.m. Mr. Belter asked were all the appropriate meeting notices and agendas posted and mailed? Ms. Kervin answered yes, they were.

Mr. Belter said with the Commission’s permission, I know we need to add a couple of items to the agenda and I also want to move the Certified Tech Park Appropriation up to immediately after Joe’s (Hornett, Senior Vice President PRF) presentation. I think that’s the most logical. Other items that I know you’ll need to add to the agenda are Resolution RC 2007-25 which transfers some funds from one classification to another and also the preliminary approval or discussion of the Annual Report.

OLD BUSINESS

Mr. Nay made a motion to approve the November 19, 2007 minutes. Mr. Oates seconded. Mr. Belter asked if there were any corrections. There were none. The motion to approve the minutes as presented passed unanimously 4-0.

The next item of Old Business was the review and discussion of the **Wabash Landing Parking Garage Phase III Bids**. Mr. Gall referred to the Bid Tabulation Sheet (attached to the minutes). He said after reviewing the bids, Advanced Restoration had the lowest bid. They have worked successfully with Purdue University and continue to work with them and I see no reason not to accept them as the lowest responsible bidder. I have their bid form from the Clerk Treasurer’s office and I’m going to suggest that you accept their low bid of \$62,937.78 plus alternate #1 of \$10,290.00 for a total of \$73,227.78 based on a unit-priced contract. I have the original document that is ready to sign after the meeting to enter into a contract for that. We should follow up with a purchase order plus 20%. We know which items are low and we know which ones to watch and that’s what we’ll do. Mr. Oates said the stairways are where Advanced Restoration is

significantly lower. So that's going to be an area where we are going to have to really watch.

Mr. Nay made a motion to award the Wabash Landing Parking Garage Repair Phase III to the lowest responsive and responsible bidder, Advanced Restoration Contractors, Inc. Mr. Oates seconded.

Mr. Oates said with a number that much lower than the estimate, we need to keep our eyes open and make sure that we get what they've bid for. We want to make sure that we stay on top of it.

There was no further discussion and the motion to accept the contract with Advanced Restoration Contractors, Inc. passed unanimously 4-0.

NEW BUSINESS

Mr. Belter said the first item of new business is Joe Hornett, Senior Vice President from Purdue Research Foundation. Mr. Hornett said I'm here today to talk to you about the new incubator building that is being built in the Purdue Research Park. Presently, in the Research Park, we have 259,000 square feet devoted to business incubation. That makes Purdue University the single largest university-sponsored business incubation in the country, by actually quite a bit. In the United States there are 174 university research parks and the average amount of business incubation space in those research parks is just 30,000 square feet. In addition, in those research parks, the average space that has been built out in total only is approximately 300,000 square feet. In the Purdue Research Park, there's 259,000 square feet of business incubation space and 1,200,000 square feet of space that has been built out overall.

The asset that West Lafayette has in terms of the Purdue Research Park, is actually quite sizeable. Right now we are in the predicament of having no room when it comes to further business development activities. All of that business incubation space is completely occupied. We are actually in the process now of starting a waiting list which is a good problem, but one that we don't want to get too far out of hand.

In the spring, the plan is to come out of the ground on a brand new business incubator facility that right now is being called the Purdue Technology Center II. There will be a 6,500 square foot facility, with the possibility of two other wings to go on top of that. The first phase of the facility that we will build, we believe will have as many as 300 jobs within that facility. We believe that the average wage of those jobs will be at least \$54,000 a year, if the past trend at the Research Park continues to produce not only jobs, but good jobs for the community. We are here today seeking your assistance to the dedication of Certified Technology Park Funds to make this project a reality. In addition, the Research Foundation is in the process of issuing \$65,200,000 worth of public debt offering in the market place. That also will support this project as well as several others including some recent land acquisitions that were actually picked up to expand the Park

out to more than 725 acres. That gives you an idea of what we want to do. The earth work is already done; the pad is essentially done for this project. As soon as the weather allows in the spring, we'll actually be able to have the facility done by the end of the calendar year 2008. Mr. Hornett asked if there were any questions from the Commission.

Mr. Nay asked have you issued a bond before? Mr. Hornett answered yes, the previous one was roughly \$20,000,000 and when we went through the rating agencies this time, Standard and Poor's maintained our rating and Moody's actually upgraded our rating to a AA. Mr. Nay asked what is the new land you are acquiring? Mr. Hornett said we've picked up another 60 acres to the north part of the Research Park to expand our northern boundaries to make sure we have plenty of inventory as the Park grows. Ms. Damico said since this is a new building, will there be difference between this building and others as far as energy efficiency? Mr. Hornett said this building will be by far the most energy efficient building that we have in the Park. Whatever ways that we thought were cost justified have been engineered into the plans at this point. A building like this with scientific labs is a little more difficult to actually get to some of those standards.

Mr. Oates said we approved a resolution at the last meeting that earmarked the money and now we're actually appropriating a portion of that money. Mr. Belter said the City of West Lafayette actually has possession of a portion of that money. Mr. Hornett said this is funding that has to be spent within the context of the certified technology park. All you're doing in this case is designating the purpose for which it's going to be spent. Mr. Belter said which is roughly a third of the total amount we eventually think we'll receive for the certified tech park designation.

Mr. Belter asked if there were any other questions for Mr. Hornett. Mr. Belter said from personal experience there are all kinds of wonderful things happening out in the Research Park. This is a super asset for the community, no question. Congratulations on all the great things that you're making happen out there. Mr. Hornett answered we appreciate it. It couldn't happen without the Redevelopment Commission, the Certified Technology Park doesn't happen without this body, doesn't happen without the Common Council, without the administration. I can tell you that Josh Andrew (Director of Development) is really the one who has been stuck with a lot of the dirty work in terms of the paperwork that has to go back and forth between the city and the state and those kinds of things to make it happen. This wouldn't be the first Certified Technology Park, or one of the first Re-Certified Technology Parks if it wasn't for this group for the City, and the Council as well.

Mr. Hornett said the other thing that I should say is we also have another incubator park in Merrillville, Indiana. We're coming out of the ground with another new incubator in New Albany, Indiana and soon we'll have another one in Indianapolis, Indiana. The flagship is Purdue Research Park; the other three won't work if this Park isn't working. That's the place that has to be the shining example.

Mr. Oates made a motion to approve **Resolution RC 2007-24** Appropriating Funds from the Certified Technology Park Allocation Fund to Pay Expenses for the Allocation Area in the amount of \$1,734,904.64. Mr. Nay seconded.

There was no further discussion from the Commission and Mr. Belter opened the Public Hearing on Resolution RC 2007-24. Mr. Belter asked if there were any members of the public who would like to speak about this appropriation.

Councilor O'Callaghan said this certainly is the very definition of economic development and it's a great example of the partnership between the City and the Purdue Research Park.

Mr. Belter said just as a clarification, for the members of the public, this appropriation of money of \$1,734,904.64 is money for which the Redevelopment Commission is the fiduciary agent for the State. It is money that the State has collected. It is not local property tax dollars like most of the remainder of the Redevelopment Commission funding. There were no further comments, and the Public Hearing was closed.

The motion to approve Resolution RC 2007-24 passed unanimously 4-0.

Mr. Belter said the next item of business is the **Restated Parking Management Agreement**. Mr. Oates made a motion to approve the revised Restated Parking Management Agreement. Ms. Damico seconded.

Mr. Oates said there has been a lot of work done on this Parking Management Agreement. We're finally to a point where it not only makes sense for the City, but also for the economic development issue that we started a long time ago down on Wabash Landing. Both sides are at a point now where we can sit down and sign an agreement and be happy with what we're doing. Mr. Oates said it is my understanding that our bond attorneys with Ice Miller have put their blessing on this agreement and we meet all requirements to make sure that our bonding continues to be tax exempt status. Mr. Oates continued to explain the highlights of the agreement and the changes that were made regarding operating costs, management fees, the term of the agreement (15 years), management operation to encourage business at Wabash Landing, and quarterly maintenance reports. Mr. Oates continued with also the operating costs are the responsibility of Mr. Curtis and not become a liability of the Commission. We are no longer building up this amount of money that we're going to have to pay again if the maintenance doesn't get done. Also either party can, if things aren't getting done the way they should be according to the terms of the agreement, consider the agreement to be in default and move on.

Mr. Oates said the Redevelopment Commission will be agreeing to purchase an automation system, which is a self-park system in a value up to \$125,000. The savings that come from the automation system will go to Mr. Curtis as reimbursement for bills he paid that were associated with the Denison period of our parking garage. There is a significant of money that can be collected with a self-automation system.

Mr. Oates said this Restated Parking Management Agreement is the best agreement for operating the Parking Garage in the best possible fashion. The Parking

Garage manager will be able to do things with the Garage to make it work properly that the Redevelopment Commission will keep an eye on what's going on as far as maintenance so we don't get ourselves back into the situation to having to pay almost \$500,000 in Capital Expenses for the Garage. Mr. Belter said this agreement envisions that we're going to complete the maintenance program that we just started with Phase III. Mr. Gall said there is a Phase IV coming which is \$200,000 or less. Mr. Oates said basically what we're doing is putting the Garage back into A1 shape, from that point on, it's Mr. Curtis's responsibility.

There were no further questions or comments from the Commission and Mr. Belter opened the Public Hearing.

Ms. Rhodes questioned the Public Offering clause on page 12, item (b) and asked for an explanation and to whose benefit it was and if it was a legal requirement. Mr. Bauman answered as a Redevelopment Commission asset, it was a requirement of State law in terms of the offering. Mr. Oates said the public offering is placed in the document for the following reason: once the bonds are paid off in 2021, a garage like this has a useful life. If things go as planned and it's self supporting and the maintenance is all paid out of itself along the way, it may be a situation where the developer would like to take complete control and get it out of the Redevelopment Commission's hand. I would think that the Redevelopment Commission would be ecstatic about letting it go because 20 years from now this garage's useful life is going to be pretty suspect at that point. The public offering is there to try to entice the parking manager, as developer also of this facility, to keep this facility in the best shape that he possibly can because there is that possibility that he could buy it from us in a public offering.

Ms. Rhodes asked why is this set up on a cash basis instead of an accrual system? Accrual accounting allows you to better reflect the real cost. Mr. Belter said the only thing that I can think of is with an accrual system you have to decide what the length of the useful life of the asset is and it's difficult to estimate what that's going to be. While it's not perfect, cash accounting seemed to make more sense at the time.

Ms. Rhodes asked Mr. Curtis to explain his business plan to carry the Garage forward after year 4 and year 5. Mr. Curtis answered that we have managed the Garage for two years. We've provided monthly reports so that everybody can see where we are. We have put in close to \$440,000 since the beginning of the Garage. To answer your question, we have basically stopped the bleeding and now have cash flow for the first time in 2007. We see that going forward. The automation will really take us to the next level that will allow us to have money to put into the reserves to handle the maintenance.

Ms. Rhodes questioned the cost of maintenance of the garage and stated that it should be reflected in the plan. Mr. Oates said that's part of the reason that we went to quarterly inspections to address that issue. Ms. Rhodes asked if there would be a report which presented an estimated budget for the maintenance; which is the equivalent of a depreciation allowance on this building. Mr. Oates said I don't know if there's going to be a specific budget, but there will be a listing of things that are going to have to be done and a realization as we go along, now that we've done these at least in this time period,

what these maintenance items are going to cost. My reflection upon this agreement was that I wanted to get the Redevelopment Commission out of the garage business as much as possible and yet make sure we had enough of our fingers in the garage business to make sure that we don't get caught once again in a situation with these big maintenance costs. That's what we've tried to do with the agreement.

Mr. Oates continued with Mr. Curtis would like to refinance his Wabash Landing facility and he needs to make sure that he had a term on the Garage management to be able to do that. The bank would really like to see a 15 year term. That's really was the impetus behind this entire agreement. That's where I stepped in and said let's fix some things that are wrong with this agreement at the same time.

Ms. Rhodes had a question about the \$149,354.00 that has been attributed to payments made on behalf of Denison by Mr. Curtis. Mr. Curtis said that's money that we have physically put in to the project to pay off Denison. Mr. Belter said shortly after the Garage was opened, Denison was hired by the management company to manage the garage and that was a fairly expensive process. That was a point in time when we had no significant demand for parking in that area. We had to have the Parking Garage in order to open the theater and Panera and the other buildings. It was not cost effective to actually be charging people to park in the Garage because it would cost us more to collect the money than we would collect. The Parking Garage Management Company was paying money through a contract to accrue the charges to Denison to manage the Garage but not receiving any income for it. Eventually when the Curtises started taking over the management of the Garage, they had an outstanding bill for about \$150,000 from Denison which they have been paying off over the last two years. Mr. Oates added out of their own funds, not the Parking Garage funds.

Mr. Oates said what I tried to do is rather than have it come back to the Redevelopment Commission, is tag it to the \$125,000 they wanted in automation. Mr. Curtis is indicating about a \$40,000 - \$45,000 a year savings in employment fees off the automation, in which case he should have the \$149,000 in 3½ to 4 years. Then we turn around and use that same savings vehicle to make a distribution back to the Redevelopment Commission in the amount of \$125,000. We're probably looking at year 7 or 8 before all of that is taken care of. At the end of year 7 or 8, those savings then go into the general revenue of the Parking Garage at about the same time as all of your maintenance concerns are going to crop up. The whole concept is, that if Mr. Curtis can get this thing working and get it taken care, then we should be able to make it self-sufficient and take care of the debts and the Redevelopment Commission.

There were no further questions or comments and the Public Hearing was closed.

The motion to approve the Restated Parking Agreement passed unanimously 4-0.

The next item of business was **Resolution RC 2007-23**. Mr. Nay made a motion to approve Resolution RC 2007-23 Appropriating Funds from the Kalberer/Cumberland/Blackbird Development Area Surplus Fund to Pay Expenses of the Commission for Certain Local Public Improvements in or Serving the Allocation Area.

Mr. Oates seconded. Mr. Belter said the total amount is \$36,790.00. The \$21,000 component of that is for Umbaugh and Associates, our financial advisor and the legal portion is Ice Miller. The \$15,000 is for Cumberland Park Improvements.

Mr. Payne explained the details of the improvements to the Commission. He stated that he had a good quote that he would like to take advantage of locking in with conjunction to other work he was doing on the trails in Happy Hollow Park.

The Public Hearing was opened for Resolution RC 2007-23. There were no comments or questions from the public and the Public Hearing was closed.

There were no further questions and the motion to approve Resolution RC 2007-23 passed unanimously 4-0.

The next item of business was **Change Order No. 1** for Bennett's. Mr. Gall explained that this was a change to the **Midway Tree and Shrub Planting** Contract to replace two trees that were destroyed by a driver without insurance and to add native grasses to some of the steep areas that Parks has to mow and flat areas that INDOT has designed that hold water. Mr. Gall continued with as time goes on, I think you may want more of this turned into native grasses. We will do this as soon as we can.

Mr. Nay made a motion to approve Change Order No. 1 to the 2007 Sagamore West Implementation Program Midway Tree & Shrub Planting Project. Ms. Damico seconded.

Mr. Belter stated this is already covered in the appropriation we've made for that project. We are not appropriating additional money, but we are approving the change of \$16,130.00. Mr. Payne said this is part of the original concept when we worked with INDOT and you may remember that we have \$50,000 of their money into this project. It will look better as time goes on. Mr. Gall said it's costing about \$1.57 per square foot; it's almost $\frac{3}{4}$ of an acre.

There were no further questions or discussion about Change Order No. 1 for Bennett's. The motion to approve Change Order No. 1 passed unanimously 4-0.

The next item of business was **Change Order No. 2** for Western Waterproofing Company. Mr. Gall explained that this was a change to the **Wabash Landing Garage Capital Repairs Phase II** Project. This is for the joints which were an item from the original list put together by the Most Company. There was surplus money on the purchase order which was for the contract plus 20%. They've finished all the base work and they were available and able to come back with an estimate that was a little bit less than the estimate that we had. It has been completed. It was an item that was on the list that you're working on completing and we had them come back and complete that item. This is the paperwork to officially make a change to their contract so that they can get paid. It's not any additional money.

Mr. Nay made a motion to approve Change Order No. 2 to the Wabash Landing Garage Capital Repairs Phase II Project. Mr. Oates seconded.

There was no further discussion and the motion to approve Change Order No. 2 with Western Waterproofing Company passed unanimously 4-0.

Mr. Belter said the next item of business is the authorization of the trustee to pay claims. Mr. Oates made a motion to pay the claims as submitted. Mr. Nay seconded.

Mr. Belter said the largest line item of these payments is the repayment to Wastewater for the work that they financed down on the Chauncey Square Project in the Village. Mr. Gall said to clarify, the wastewater project was also the Storm Water Separation Project. In addition to increasing the sewer capacity for the Chauncey Square Project, we also got curb, gutter and sidewalk work completed that was necessary because of the Chauncey Square Project but isn't necessarily *for* the Chauncey Square Project.

Mr. Gall spoke about the claims that were related to the projects that he was working on. He said the Western Waterproofing claim is for the change order that you just approved. The Bennett's claim is for landscaping work, sod and the landscaping of the little island on Salisbury Street that was a result of the Storm Water Separation Project. The other Bennett's invoice is for their retainage for work they were doing on the Midway and money due them. We contracted that directly so that it could be done at a time and in a way of our choosing. Mr. Gall said the invoice from GardenArt is for topsoil and work around the Chauncey Square Project. The Milestone invoice is for the curb, gutter and sidewalk work around Chauncey Square including the piece of pervious concrete that we used as a gutter bottom.

Mr. Belter said Charlotte (Martin), I assume that all of these claims were approved by somebody familiar with the work. Ms. Martin answered yes. There were no further questions or comments and the motion to approve the payment of claims passed unanimously 4 – 0.

The next item of business was **Resolution RC 2007-25** requesting the transfer of Funds Appropriated for Equipment for the Fire Station #3 Project in the KCB Redevelopment Area Surplus Fund. Mr. Nay made a motion to approve Resolution RC 2007-25. Mr. Oates seconded. Mr. Belter said this transfers money between accounts so that it matches up with the State Board of Accounts. Ms. Rhodes said in May you approved Resolution RC 2007-9 an additional appropriation for \$99,000 for other equipment. Chief Drew has used that appropriation to equip/outfit largely the temporary fire station and also in part equipped both of the fire trucks. It's time now to make sure that these charges are allocated to the character of the expense.

There was no further discussion and the motion to approve Resolution RC 2007-25 passed unanimously 4-0.

The next item of new business was the **Redevelopment Commission Year End Report for 2007**. Mr. Belter said the Department of Development writes the report and the Redevelopment Commission approves the report. The report not only meets the letter of the law, but I think is good summary of what has been done for the year.

Mr. Nay made a motion to approve the Year End Report for 2007. Mr. Oates seconded. The motion passed unanimously 4-0.

Mr. Belter said under 'Other' we have two proposals from T. J. Gall & Associates for project coordination services. The first one is for the Wabash Landing Capital Garage Repairs Project.

Mr. Gall said this would be for the work that has been bid now and includes the proposed automation of the garage putting the document together to bid the final phase out; to continue with the work we've been doing on that project. Mr. Belter said this includes the close supervision of the contract that we've accepted.

Ms. Hoyer made a motion to accept the Proposal for Project Coordination Services from T. J. Gall & Associates for Wabash Landing Garage Capital Repairs Projects. Mr. Nay seconded.

Mr. Belter asked if there were any comments or discussion. Mr. Oates said Tom has done a great job for us. He has always been very open and willing to not only answer our questions, but also to take our feedback to whatever is being done. Especially when we are looking at the Garage situation now; I think we've got a good working relationship here and we need to finish it. Mr. Nay commented that Tom's involvement with the Wabash Landing Project was instrumental in fighting for the City and to keep the project under control. Mr. Nay said and like the garage, Tom was on the spot to make sure that we were aware of the problems that were happening. I think you (*directed to Tom Gall*) should continue that work to finish those projects. Mr. Nay continued with it seems to me that a number of these services to the City should be awarded on something of a competitive basis. I realize sometimes that's more paperwork than it's worth. I'm not sure how you award things based on the merit, rather than the lowest price. Performance is the criteria that I would prefer to use over the lowest price. In this case for a large number of years we've had experience with Tom Gall & Associates. The new administration should have the opportunity to pick the services that they have, as is their right. But as a citizen, I hope they pick them based upon merit and try some sort of competitive environment. I am concerned about making decisions at the last minute for the new administration and I think that we do have some ongoing contracts; we have some ongoing obligations. But this is the only one I feel strongly enough that I would recommend that we continue.

Mr. Belter said my observation and experience has been that the City has greatly benefited from Tom's work and there's no doubt in my mind that we've received very good value for the money we've spent. Tom's done a super job for us and certainly in the case of the Garage, it makes very good sense to ask him to continue to supervise that maintenance.

There were no further comments or questions regarding the T. J. Gall & Associates contract proposal for the Wabash Landing Garage Capital Repairs Project for 2008-2009. The motion to approve the contract proposal passed unanimously 4-0.

The next item of business was a second proposal for T. J. Gall & Associates for Project Coordination Services on the Chauncey Square Area Redevelopment Project Phase II 2008. Mr. Gall said this is a continuation of the proposal that was in December 2006. This is the next phase that we would need to do which would be the curb and gutter and working with the Engineer's Office on resurfacing around that area.

Mr. Oates made a motion to approve the Project Coordination Services Proposal by T. J. Gall & Associates on the Chauncey Area Redevelopment Project Phase II 2008. Mr. Nay seconded.

There were no further discussion or questions from the Commission or the public and the motion to approve the contract proposal of T. J. Gall & Associates passed unanimously 4-0.

Patsy Hoyer said I have been on the Redevelopment for five years now and before that I was on the Redevelopment Authority. It has been a pleasure and an honor to have served on the Commission with the other commissioners and the people of West Lafayette. I first came to the Redevelopment Commission only because I had been to the planning session and Wabash Landing was hanging in the balance as to whether it got developed at all. I knew something about economic development because I had been on the Board of the Downtown Business Center. I went to every meeting for two years and listened to the planning and the discussion. I learned about environmental evaluation and borings, and aerial photographs and sewers and all sorts of things. I went to all those meetings and I saw Steve (Belter) and Earle (Nay) in action. I would like to compliment Steve on being patient, diplomatic and remembering everything. Earle has always kept his eye on the vision and we have to have people who can keep the vision. Diane always has a lot of questions and Larry is the one for details. My recommendation for the next Commission is our criteria for action: keep the vision and work it—we want to be the best city on the water in the Midwest, watch the details, continue to have a plan—but be opportunistic, everything needs to look good—we need to say we're going to go green, I would also like us to have a more formal venue to prioritize and look at issues for people who have disabilities. I would like to see more public art and I would like that to be something that the Commission would push for—not that we'd pay for it, but to identify locations and look for joint projects with other people and who we can bring into our vision. I would urge the future Commission to find ways to say "yes". Thank you very much.

Mr. Nay said looking back over the years at the Forum and the Strategic Planning and what started the Redevelopment Commission and what great things we got done. I assume we could have all struggled along with someone else at the helm, but as it turns out we've been led by Steve. On behalf of the Commission, Mr. Nay presented Steve with an engraved brick from the former Sears Building which is now the Wabash

Landing site, in appreciation for his leadership, perseverance and patience for serving as President of the West Lafayette Redevelopment Commission from 1989 – 2007.


Mr. Belter asked if there was any other business. There was none.

The Commission confirmed the following meetings:

Wednesday, January 2, 2008 at 4:00 p.m.

Mr. Belter asked if there were any comments from the public. Ms. Rhodes said has the Redevelopment Commission entered into a lease for the river side recreation area that's going to be the Crew (Purdue Crew Club) facility? Mr. Belter said no, there has been some discussion with the Research Foundation and outlines passed back and forth what that agreement might look like, but that's going to have to be worked out with the next Commission.

Mr. Belter said the last item of business is public comment. There was none. Mr. Nay made a motion to adjourn. Ms. Damico seconded. The meeting adjourned at 1:57 p.m.


Linda M. Sorensen
Recording Secretary

Approved:


Lawrence T. Oates, President

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